

## Vendor Registration

In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) through EMaryland Marketplace, vendors must be registered within the system. Vendors can register themselves by accessing the EMaryland Marketplace login screen and selecting **Register**.

### Vendor Training Webinar

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In addition to this Quick Reference Guide, a 1 hour long Vendor training webinar is available at:

[https://emaryland.buyspeed.com/videos/Vendor\\_Webinar.wmv](https://emaryland.buyspeed.com/videos/Vendor_Webinar.wmv)

NOTE: If using Internet Explorer, the webinar will immediately play in Windows Media Player. If using another browser, the user will be prompted to download the files first, and then you can play them.

### Providing General Information

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Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. EMaryland Marketplace will first confirm the uniqueness of your tax ID in the system.

If your tax ID is already registered, you will be notified that you cannot complete registration. It is likely that your company has already registered. If you believe this is in error, please contact the eMaryland Help Desk for assistance at: 410-767-1492. DO NOT REGISTER WITH INCORRECT TAX INFORMATION.

Tax ID*:	<input type="text"/>
Company Name*:	<input type="text"/>
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?	
International Vendors, select EIN. <input type="radio"/> EIN <input checked="" type="radio"/> SSN	
Country*:	<input type="text"/>
Email Address*:	<input type="text"/>
<b>Submit</b>	

If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information. Note that the Vendor Legal Name field must match the name registered with the Internal Revenue Service for your tax ID number.

Once complete, click the **Save & Continue Registration** button along the bottom of the screen.

Register - Harris Technologies - charris@periscopeholdings.com ?

**Company Information** SBR Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Company Name\*: Harris Technologies Vendor Legal Name\*: Harris Technologies Vendor Legal Name info goes here

Business Description:

Mailing Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States of America

City\*:

State/Province\*:

ZIP\*:

County:

Company Phone\*:

Company FAX:

Company Email\*: charris@periscopeholdings.com Tax ID #: 384232937

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? ☒ EIN ☐ SSN

State of Incorporation:

Year of Incorporation: 0

Preferred Delivery Method: Email

Would you like to be registered as an emergency supplier in the case of an emergency? ☐ Yes ☒ No  
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone:    Ext.:

Emergency Contact:  Emergency Email:

Emergency Info Comment:

## Registering for the Small Business Reserve Program (SBR Tab available 2-21-2012)

The **SBR** tab will appear next. This screen enables you to register for the State of Maryland's Small Business Reserve Program. Initially, you are displayed a disclaimer for the program. If you select **I Disagree** or **No Thanks**, then you can skip this step in the eMaryland Marketplace registration and can skip this section of the Quick Reference Guide.

Register - Harris Technologies - charris@periscopeholdings.com

**Company Information** **SBR** Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

**Pre-Qualification**

## PROVIDING FALSE INFORMATION

Anyone providing false information to the State of Maryland in connection with obtaining or attempting to obtain a contract under a Small Business Reserve procurement may be subject to the following:

1. A determination by a Procurement Officer that a bidder is not responsible;
2. A determination that a contract entered into is void or voidable under § 11-204 of the State Finance and Procurement Article of the Annotated Code of Maryland;
3. Suspension and debarment under Title 16 of the State Finance and Procurement Article;
4. Criminal prosecution for procurement fraud (§ 205.1 of the State Finance and Procurement Article), perjury, or other crimes; and
5. Other actions permitted by law.

## FAILURE TO MEET MINIMUM QUALIFICATIONS

Any Bidder or potential bidder failing to meet the minimum qualifications of a "small business" specified in § 14-501© of the State Finance and Procurement Article will be ineligible to participate in a procurement designated for a Small Business Reserve under § 14-504. Any person or company bidding on a Small Business Reserve procurement and not qualifying as a small business under § 14-501© will have its bid rejected on the ground that the bidder is not responsible.

If you would like to register for the program AND you acknowledge the disclaimer, select **I Acknowledge** and you will be able to continue with registering for the program. Upon selecting **I Acknowledge**, a series of questions will appear. Complete the questions and click the **Save & Continue Registration** button on the bottom of the screen.

## Register - Harris Technologies - charris@periscopeholdings.com

Company Information **SBR** Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary  
**Pre-Qualification**

1. Are you a broker? \* :
2. Type of Organization? \* :
3. Is business a subsidiary of another firm? \* :
4. Is business independently owned and operated? \* :
5. Is Business dominant in its field of operation? \* :
6. Total Number of Employees on payroll (Must enter a value greater than 0) \* :

**The following 2 questions deal with veterans status. If you are a veteran, select the appropriate response as well as acknowledging that you have read SFP 14-201. Also be aware that you MUST be domiciled in the State of MD to qualify.**

7. If applicable, indicate veteran status. :  ?
8. If veteran or disabled veteran, indicate the you have read and understand the SFP 14-201 terms found in the help area. :  ?

**If you are not a NEW business, provide your last 3 years of gross sales. Otherwise select NA for the year and enter a 0 in the gross sales area.**

9. Gross Sales for the most recent three years - Year 1 \* :
10. Amount Year 1 (Enter 0 if NEW Business) \* :
11. Gross Sales for the most recent three years - Year 2 \* :
12. Amount Year 2 (Enter 0 if NEW Business) \* :
13. Gross Sales for the most recent three years - Year 3 \* :
14. Amount Year 3 (Enter 0 if NEW Business) \* :

**If you are a NEW business, provide your gross sales. Otherwise enter a 0 in the gross sales area.**

15. New business, please provide the first year projected or estimated gross sales\*:

Save & Continue Registration   Reset   Cancel & Exit

Upon clicking **Save & Continue Registration** a screen will appear informing you of whether the information you've provided pre-qualifies your company for the SBR Program. Click **Continue Registration** to proceed.

**Register - Harris Technologies - charris@periscopeholdings.com**

Company Information   **SBR**   Administrator   Address   Terms   Categories & Certifications   Commodity/Service Codes   Summary


**Pre-Qualification**

The information you provided meets the qualification criteria for the program

Continue Registration   Cancel

## Establishing an Administrative User

Next, the **Administrator** tab will appear. Within the **Administrative** section, you can provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to EMaryland Marketplace. Note that the login question and answer must be provided – this will enable your administrator to access the Forgot Password link in case of a forgotten password.

**Register - Harris Technologies - charris@periscopeholdings.com** 

Company Information   SBR   **Administrator**   Address   Terms   Categories & Certifications   Commodity/Service Codes   Summary

**Administrative User Information**

Salutation:

First Name\*:    Last Name\*:

Job Title\*:    Department:

Email\*:    Phone\*:

Login ID\*:    Confirm Password\*:

New Password\*:    Login Answer\*:

Login Question\*:

Save & Continue Registration   Reset   Cancel

Once completed, click the **Save & Continue Registration** button on the bottom of the screen.

## Setting up Additional Addresses

Next, the **Address** tab will appear. The address you've already entered as the primary address for your company will appear. If desired, you may select to **Add Another Address** or to **Continue Registration**.

If you add additional addresses, select the Address Type at the top of the screen, and if this is the address that should be used by default for this purpose (e.g. Remittance, Bid Mailing) you may elect to designate it the default for that Address Type at the bottom of the screen.

Once done adding this address, you can select to **Save & Add Another** or **Save & Continue Registration**.

**Address Book - Sample Vendor**

**Enter a New Address**

Address Type: Bid Mailing Address

Name this Address:

Contact Name\*:

Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States of America

City\*:  State/Province\*:

ZIP\*:  County:

Phone\*:    Ext:

Toll Free:    Mobile:

Fax:    Email\*:

Status: Active

☒ Default address for this address type

Save & Add Another Save & Continue Registration Reset Cancel & Continue Registration

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## Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms Tab**. This tab enables you to select your company's preferred payment, freight and shipping terms, if desired. Once complete, click **Save & Continue Registration**.

**Register - Harris Technologies - charris@periscopeholdings.com** ?

Company Information SBR Administrator Address **Terms** Categories & Certifications Commodity/Service Codes Summary

Payment Terms:

Freight Terms:


Shipping Method:

Shipping Terms:

Save & Continue Registration Continue Registration

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Next, the **Categories and Certifications** screen will appear. Here you're asked to designate your status for various categories and certifications requested by the State of Maryland.

Register - Harris Technologies - charris@periscopeholdings.com 

Company Information SBR Administrator Address Terms **Categories & Certifications** Commodity/Service Codes Summary

**Category: Counties Served**

**Description: Please indicate the counties your business is able to serve below.**

Please select at least one category value

Select	
<input type="checkbox"/>	
<input type="checkbox"/>	Allegany
<input type="checkbox"/>	Anne Arundel
<input type="checkbox"/>	Baltimore City
<input type="checkbox"/>	Baltimore County
<input type="checkbox"/>	Calvert
<input type="checkbox"/>	Caroline
<input type="checkbox"/>	Carroll
<input type="checkbox"/>	Cecil

After you've completed this screen, click **Save & Continue Registration** along the bottom.

## Registering for Commodity Codes

Next, the **Commodity/Services Codes** screen will appear. This screen allows you to search for and select the 5-digit commodity codes associated with the goods and services that your company offers. This will help ensure that you receive notifications about Bid opportunities for those goods and services.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.

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Company Information SBR Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

## Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

## NIGP Code Browse

Select the category that best describes the product and service you offer. Click on the question mark for more information.

<u>01</u>	Administrative, Financial, and Management Services
<u>02</u>	Agricultural Equipment and Related Products and Services
<u>03</u>	Arts, Crafts, Entertainment, Theatre
<u>04</u>	Automotive Products, Vehicles, and Services
<u>05</u>	Building Equipment, Supplies, and Services

## Reviewing and Submitting Your Registration

The last step in the registration process is to review the Summary tab of your registration and to submit, once everything is complete. Any required information that is missing will display as a red error message at the top of the Summary tab. If your registration is complete, click the Complete Registration button at the bottom of the Summary tab.

## What happens next?

You have now completed the self-registration process in EMaryland Marketplace. The email provided within the **Company Information** section will be emailed once your registration is complete.

## Thank You

Thank you for registering with [REDACTED]. Registration confirmation will be emailed to you.  
For questions or comments please contact null at null.

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